

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

HABILITATION PROGRAM COORDINATOR - 17960

Monthly Salary Range: \$3237 - \$4749

Regular Test – No Option Option MC – Manual Communications Option SS – Spanish Speaking

All selected options may be listed on one application.

General Duties: A Habilitation Program Coordinator performs highly responsible duties related to the coordinator of individual habilitation plans for a designated number of individuals who are developmentally disabled in a State-operated facility. Assures timely and effective individual program implementation. Locates, obtains and coordinates necessary services outside and inside the agency to carry out active habilitation in accord with the plan established by an appropriately constituted Interdisciplinary Team. Monitors, review and evaluates pertinent program data and information related to each recipient in order to assess progress toward habilitation goals and objectives. Convenes the interdisciplinary team to formulate, review and modify recipient habilitation plans. Integrates the various aspects of the habilitation plan to ensure that the need of each recipient are being met.

The requirements for a minimal passing grade are as follows:

Training and Experience: These requirements constitute MINIMUM formal education, work experience and other qualifications as defined by the Federal Register, Part III, Department of Health and Human Services, Health Care Financing Administration, Vol. 53, No. 107, Dated June 3, 1988.

Requires a Bachelor's degree in a human services professional field (e.g., sociology, special education, rehabilitation counseling, psychology or related) plus one year of experience working directly with persons with mental retardation or other developmental disabilities. A doctor of medicine or osteopathy, or a registered nurse (Illinois current license) will substitute for the Bachelor's degree requirement.

TEST & WEIGHTS: Training and experience 100%.

LENGTH OF ELIGIBILITY PERIOD: One year.

Option MC – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Option SS - Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Clinton, Cook, Kankakee, Lake, Lee (MC), Livingston, Morgan, Union.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

Send a completed application (CMS-100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706. Your training and experience will be evaluated from your application.

-----AN EQUAL OPPORTUNITY EMPLOYER-----

1-1-91 (RC-062-17) Salary 7-1-06, SS & MC Options added 1-1-03,
Counties Updated 9-14-05, Grade Statement Added 5-06-02